

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                    **BUILDING INSPECTOR I**

**DEPARTMENT:**                **BUILDING**

**BASIC FUNCTION:**

Under general direction, to inspect buildings and structures at various stages of construction, alteration and repair; to assist in the review of building plans and specifications; to enforce building, plumbing, electrical, and zoning codes and laws; and to do related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Building Inspector I is the entry level class in the Building Inspection series for which prior building inspection work experience is not required. Incumbents in this class are expected to learn the office and field operations of the department under the direction of Building Inspector II's, eventually qualifying for advancement to Building Inspector II. Incumbents may need to take related college courses on their own time.

**KEY RESPONSIBILITIES:**

(These are representative duties and the emphasis on certain duties will vary depending on the job assignment.)

Under direction of Sr. Building Inspector or Building Inspector II:

Make field inspections of industrial, commercial and residential buildings during various stages of construction and remodeling.

Issue permits for work to be performed.

Assist in the checking of building plans.

Perform office plan check of residential structures.

Ascertain conformance with Uniform Building Code and pertinent provisions of state and county health ordinances.

Confer with architects, contractors, builders and the general public in the field and office.

Explain and interpret requirements and restrictions.

Keep records and prepare reports.

Coordinate plan review with other City departments and divisions, and outside agencies.

**REPORTING RELATIONSHIPS:**

This position reports to a Senior Building Inspector or Building Inspector II.

**QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Knowledge of:**

Building tools and materials, accepted safety standards, and methods of building construction.

Possible defects and faults in construction.

**Ability to:**

Read and interpret building plans, specifications and building codes.

Make arithmetical calculations rapidly and accurately.

Maintain cooperative working relations with builders, contractors, and the general public.

Learn proper methods of building construction and inspection.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be equivalent to graduation from high school and previous experience in the Construction industry.

**SPECIAL REQUIREMENTS:**

Possession of a valid California Driver's License.

**PHYSICAL STANDARDS:**

This position requires frequent exposure to the weather and requires the ability to conduct duties in areas of unstable footing.

DATE APPROVED: